

Department of Public Health
and Human Services

Section:
CASE MANAGEMENT

FOOD STAMP PROGRAM

Subject:
Adding/Removing Household Member

Supersedes: FS 1501-5 (04/01/05)

References: 7 CFR 273.1; 273.12; 273.13

GENERAL RULE -- When an individual moves into or out of a household that is participating in the Food Stamp Program, eligibility and the benefit amount must be evaluated based on the new household composition and the household's reporting requirements. The OPA Case Manager must use the correct time frames when it is necessary to provide the household with a notice of adverse action.

The Fraud and Recovery Unit updates TEAMS based on Disqualified Recipient Subsystem (DRS) requirements. The OPA Case Manager must verify on TEAMS CLMA and PRAP screens that the new member is not disqualified from the Food Stamp Program.

The Adding A New Household Member form, HCS-261B, is used as a tool by the OPA Case Manager to gather information and for the convenience of the household. **The form is not required and a case must not be closed for not completing the form.**

ADDING A HOUSEHOLD MEMBER

The OPA Case Manager acts on changes in household composition and determines the effective month a new member is added to the household according to the household's reporting requirements (FS 1501-3 and 1501-4).

A new household member is added to the household effective the month after the reported/discovered change when the household provides any necessary information/verification to add the new member within 10 days from the date of request for information notice. When the 10th day of the request period falls on a weekend or holiday, the household has until the next business day to provide the information/verification. If the necessary information/verification is not received within the 10-day request period, the new member is added the month following the receipt of the information/verification.

► **Example 1:** The household is a six month reporting household and reports on June 22nd a child (no income or resources) came to live with them for the summer on June 20th and will stay through August.

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A notice is sent requesting necessary information (Social Security number, birth date, etc.) to add the child. The information is due July 3rd.

July's benefit is authorized by TEAMS cutoff at June's benefit amount. Verification is provided on June 30th. The child is added to the household effective July 1st, and a supplement benefit for July is issued by July 10th. If the verification is provided in July after the 10-day request period, the child is added for August benefits.

The child is removed for September benefits with timely notice.

Example 2: The household is a six month reporting household and lists on September 15th application that a baby is due November 14th.

The application is processed, and an alert is set for November 14th. Notice is sent on November 14th to the household requesting necessary information to add the baby be provided within 10 days. The information is due by November 24th.

December benefit is authorized by TEAMS cutoff at the November benefit amount.

If verification is provided by November 30th, the baby is added to the household effective December, and a supplement benefit for December is issued by December 10th.

If verification is provided after November 30th, the baby is added the month after receiving the verification.

If verification is not provided, the benefit is not increased. The OPA Case Manager acts on the information at the six month report period or recertification whichever comes first.

Example 3: TANF/FS six month reporting household consists of mom and two children. On July 7th the household reports her husband moved in July 3rd and requests TANF closure.

TANF closed for August with timely notice provided to the household, and the TANF grant is removed from the FS

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budget. Food stamp benefits increase for August. A notice of increased benefits is sent to the household; no other action is required.

The household's only reporting requirement is to report if its gross income exceeds 130% of poverty for her household size of three. If the husband has income and is contributing money to the household, the household must report it only if its income exceeds 130% of poverty for its household size of three. The husband is added to the household at the six month report period or recertification whichever comes first.

If it is **unknown** whether adding the husband will cause an increased or decreased benefit, the OPA Case Manager may send the household an Adding New Household Member form. However, the household is not required to complete the form and the case cannot be closed if the form is not completed. The OPA Case Manager must send a TEAMS notice to the household requesting information **NOT** VERIFICATION to determine if adding him results in increased benefits.

If the household does not provide the requested information or the information is provided and causes a decrease in food stamp benefits, the husband is not added to the household until the six month report period or recertification whichever comes first.

If the information is provided and causes an increase to the benefit amount, the husband is added effective August. In some cases verification must be provided before adding the husband such as the husband having a small amount of income.

Example 4: The household is an SSI recipient (change reporter) and her recertification is March. She reports on June 4th Joan moved in with her on June 1st. Verification is requested to add Joan and is provided June 23rd. Joan works 20 hours a week, at \$6 an hour, and is paid every week.

Timely notice of decrease for July benefit amount cannot be provided to the household. July's benefit amount is authorized by TEAMS cutoff at June's benefit amount.

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The decrease benefit is effective August with timely notice of decrease sent to the household.

The household changes to six month reporting requirements for August. Since the recertification date (March) is more than six months away, the recertification period is shortened and the recertification date is moved ahead to the sixth month, January. The six month report date is July.

TANF AND FS SUPPLEMENT

If adding the new member results in TANF and FS supplements, the TANF supplement issued is countable income against the new member.

Example: Household reports on February 25th a new member moved in February 24th. The individual is added to the TANF household for March and is issued a TANF supplement. When determining the March food stamp supplement, the March TANF supplement is coded 'OF' on 'UNIN' screen against the new member.

REMOVING A HOUSEHOLD MEMBER

The OPA Case Manager acts on changes in household composition and determines the effective month a member is removed from the household according to the household's reporting requirements (FS 1501-3 and 1501-4).

A household member is removed from the household effective the month after the reported/discovered change.

The OPA Case Manager must determine if the individual that is removed from the household is expected to return. If the individual is expected to return to the household, code 'OU' on SEPA. If the individual is NOT expected to return, remove the person from the case (TEAMS CLIM screen).

Example 1: The household is a change reporting household and reports on January 14th Bill will move out January 31st.

The OPA Case Manager evaluates the reported change and determines the change would decrease the household benefit. Bill is not anticipated to return to the household. Bill is removed from the case effective February 1st with timely notice of decrease provided to the household. If time frames do not allow for timely notice, February benefit is authorized by TEAMS cutoff at January's benefit amount. The decrease is effective for

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March's benefit with timely notice of decrease provided to the household.

► **Example 2:** FS/Medicaid six month reporting household consists of husband, wife, and two children. The husband earns \$1,700 gross monthly. The household has no other income. On January 23rd the husband reports the wife moved out of the household. Since removing the wife for February causes benefits to decrease, the wife is removed for March with timely notice. The household is sent the '6 MR REPORTING REQUIREMENTS' notice, F011.

Example 3: FS/Medicaid six month reporting household consists of husband, wife, and two children. The husband earns \$1,700 gross monthly. The household has no other income. On January 23rd the wife reports the husband moved out of the household.

The husband and his income are removed and benefits increase for February. The household is sent the '6 MR REPORTING REQUIREMENTS' notice, F011.

Example 4: Dad applies for benefits April 22nd for himself and his two children. The children are open on another case. Timely notice to remove the children for May benefits cannot be given to the other household. The children are added to the dad's case for June benefits.

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